

# NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

## EMERGENCY ACTION PLAN

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# INTRODUCTION

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The information contained in this document will provide students and employees at Northwestern Connecticut Community College with a better understanding of measures that can be taken to encourage a safer campus environment. This manual includes basic guidelines to follow when faced with various emergencies.

A key objective of Northwestern Connecticut Community College is to provide a safe and secure environment for all faculty, staff, students, and visitors. Your safety is very important. However, we alone cannot provide a total isolation from crime or unsafe conditions. Each person on campus must share this responsibility. We urge you to be aware of your environment and to continually strive to maintain the highest level of safety within our community.

Law enforcement (provided by the Connecticut State Police, Troop B, Canaan) has authority over and response to Northwestern Connecticut Community College. The Winsted Police Department will respond to: thefts, auto accidents, or general law enforcement support. Fire protection is provided by the Winsted Fire Department. Both are reached on an emergency basis via standard 911 telephone calls which connects to their common dispatch center located in Winsted.

To provide in-building and parking lot surveillance, deterrence, and escort support to staff and students, the college employs private security officers on campus. They are also on campus to help students with security concerns: please feel free to approach them for any reason.

The Dean of Administrative Service is responsible for the oversight and management of all safety and security related matters. Please do not hesitate to contact the office of the dean with any question you might have regarding the information provided in this guide book or any other safety and security matters.

## NOTIFICATION POLICY

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In the event that a situation arises, either on or off campus, that is judged by the President, the Dean of Administration or designee to constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued. Our college policy is to notify you as timely as possible regarding what is known about a potential problem, and address our best information regarding protection and your response. Administrative staff will make every effort to ensure you that timely updates are given to all students, staff and visitors regarding the emergency situation.

Timely warning notifications may be issued in a variety of methods to provide guidance in the most prudent manner depending upon the incident type (hostage, shooter, violence, terrorist, etc.) Primary notification may be made through the use of the PA system providing a verbal announcement. Notification may also be made via the telephone system or via direct communication from staff. E-mails may be generated and an emergency posting placed on the Northwestern Connecticut Community College WEB page. Notification via text message through the MyCommNet system is an option; but one must enroll via MyCommNet. When safely possible, more than one method of notification will be utilized.

# EMERGENCY CONTACT NUMBERS

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## FIRE/POLICE/AMBULANCE

(Line) 911

### STATE POLICE

(Line) 800-497-0403 or 860-824-2500

### WINSTED POLICE

(Line) 860-379-2721

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## Campus Phones Available for Emergency Use

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### INFORMATION CENTER – FH 104

Monday – Thursday 8:00 a.m.-6:30 p.m.  
Friday 8:00 a.m. -5:00 p.m.

### GREENWOODS / ART & SCIENCE CENTER

Classroom phones – dial 9-911

### LEARNING RESOURCE CENTER

Monday – Thursday 8:30 a.m. -8:00 p.m.  
Friday 8:30 a.m. – 4:30 p.m.  
Saturday 9:30 a.m. – 1:00p.m.

### FOUNDER’S HALL

Classroom phones – dial 9-911

### JOYNER RESOURCE CENTER

Phone in main area 1<sup>st</sup> floor (line-9-911)

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## Important Campus Phone Numbers

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<b>Office of President</b>	<b>860-738-6406</b>
Office of the Dean of Administration	860-738-6409/6408
Office of the Dean of Academic & Student Affairs	860-738-6319/6320
Director of Human Resources	860-738-6325/6324
Information Center	860-738-6300
Maintenance	860-738-6347/6346 860-309-1915 (After Hours)
Securitas Security	860-309-1914
Elevator phones	Connected to Emergency Services

# EXPECTATIONS FOR DEPARTMENTS AND STAFF

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## Employees, Faculty, and Staff:

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- Are familiar with and follow the Emergency Action Plan.
  - Participate in drills and training sessions as required.
  - Walk through primary and secondary evacuation routes at least once to become familiarized with emergency exits.
  - Know where hazardous conditions or situations in the area may exist.
  - Know the location of flammable, biological, and other hazardous materials.
  - Know where the fire alarm pull stations are located and know how to turn them on.
  - Know where fire extinguishers are located in the building and how to use them.
  - Know the different alarm sounds and how to respond accordingly.
  - Know where the first aid kits are located in the building.
  - Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency.
  - Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest exits are located.
  - Visitors unfamiliar with building procedures should be informed and assisted as appropriate.
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## Building Superintendent:

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- Acts as a liaison with the responding emergency service and others if a building emergency occurs.
  - In his absence, the most senior skilled maintainer/maintainer will coordinate our response with the President or designee.
  - Reviews the Emergency Action Plan at least annually and confirms that they are current.
  - Schedules employee safety and security training.
  - Coordinates and conducts fire drills with Dean of Administration.
  - Assures that the appropriate College personnel are notified for all emergencies as necessary.
  - In case of fire, assures that the sprinkler control valves are open, reopen closed valves immediately and remain near these valves until the fire chief gives the instruction to close the sprinkler control valves.
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## Instructors:

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- Provide class or audience with general information relating to emergency procedures.
- This information should be shared the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used. Not all classrooms have a telephone. Know where the nearest accessible phone is located.
- Assure that persons with disabilities have the information they need.
- The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follows emergency procedures for all building alarms and emergencies.

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## Health & Safety Committee:

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- Receives information about security concerns from students, faculty, and staff and shares that information with the President.
- Reviews and analyzes staff response to critical incidents and makes recommendations for improving procedures.
- Provides a written summary of critical incidents to the President or his or her designee.
- Copies should be forwarded to the Dean of Academic and Student Affairs for student-related incidents.
- Assures that the appropriate College personnel are notified for all emergencies as necessary.
- Meets with students, faculty, and staff after an emergency has occurred to discuss plans to assure their safety.
- Assure that classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- Coordinate and record the results of fire drills with Building Superintendent 1.
- Attend training sessions and meetings to review procedures and duties, if necessary.
- Perform an inventory of first aid kits and supplies at least annually and restocks as necessary.

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## Chemical Hygiene / Safety Officer

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- Reviews and analyzes staff/student response to critical incidents and makes recommendations for improving procedures.
- Provides a written summary of critical incidents to the Dean of Administration or his or her designee.
- Copies should be forwarded to the Dean of Academic and Student Affairs for student-related incidents.
- Assures that the appropriate College personnel are trained in chemical hygiene and safety.
- Meets with students, faculty, and staff after an incident has occurred to discuss plans to assure their safety.
- Assure that classroom instructors inform students about chemical and safety procedures.
- Coordinates all hazardous waste management and records.

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## Director of Marketing and Public Relations:

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- Handles all contact with media.

## DEFINITIONS

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The President or his or her designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of a crisis and emergency are provided as guidance to assist staff in determining the appropriate response.

In case of emergency, report incidents immediately to the Dean of Administration or his designee by calling 860-738-6409, or 860-738-6408. If you receive no answer at the above numbers **during business hours**, call the information center at 860-738-6300. The campus operator will then contact the Dean of Administration or his designee to inform them of the problem. Evening hours call 860-309-1915.

**CRISIS SITUATION:** A crisis situation is defined as any situation or event that is identified by the President or his/her designee as having a significant adverse impact on the campus community as a whole.

**MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.

**MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.

**PUBLIC HEALTH EMERGENCY:** An occurrence or imminent threat of a communicable disease, except sexually transmitted diseases, or contamination caused or believed to be caused by bioterrorism, an epidemic or pandemic disease, a natural disaster, a chemical attack or accidental release, or a nuclear attack or accident that poses a substantial risk of a significant number of human fatalities or incidents of permanent or long-term disability. During a public health emergency, direction for all higher education institutions will come from the Connecticut Department of Public Health. However, it may be necessary for the President and Dean of Administration to make decisions about College operations dependant upon local conditions.

**BUILDING EMERGENCY:** A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exists which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Dean of Administration shall be notified immediately. The Dean of Administration will immediately inform the President. The President and the Dean of Administration shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by the Director of Marketing and Public Relations. Any inquires from media representatives are to be referred to that office.

**DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

**ASSUMPTIONS:** The Emergency Action Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Therefore, the following are general possibilities:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.

- The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College. Therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.
- The route of ingress and egress to the College may be restricted.

## **CAMPUS SECURITY SERVICES**

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A security officer is on duty at the main campus from 10:00 a.m. to 10:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday. The officer is here for your safety and protection and to maintain a safe and inviting physical environment. Duties of the security officer change according to campus needs and include:

- Patrolling campus – exterior and interior; monitoring students, employees and visitors.
- Traffic control – accident investigation, issuing parking violations.
- Accompanying student to classroom and/or vehicles when they feel unsafe and request these services.

# CAMPUS STATE OF EMERGENCY

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The authority to declare a campus state of emergency rests with the President or his or her designee as follows:

- During the period of any campus major emergency, The Dean of Administration shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Dean of Administration shall immediately consult with the President and Building Superintendent regarding the emergency and the possible need for a declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.
- In the event of fires, storms or major disaster occurring in or about the campus, or which involves College property, Building Superintendent and other appropriate College personnel will be dispatched to determine the extent of any damage to College property.

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## Initial Emergency Procedures

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The initial and primary source for all emergency information is the Dean of Administration, (860-738-6409/6408). While the Dean of Administration may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

1. Upon notification or observation of an emergency situation, the Dean of Administration will:
  - a. Ensure that the appropriate alarms have been activated (fire, radio, or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
  - b. Notify city and county emergency personnel as needed.
  - c. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
  - d. Notify the President of the emergency/disaster.
2. The Dean of Administration will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, and other key staff as appropriate.
3. The Director of Marketing and Public Relations will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and request for information will flow through that office.

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## Establishment of the Emergency Command Center (ECC)

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The President's conference room will serve as the Emergency Command Center (ECC). The alternate ECC location will be the Founder's Hall Conference Room. Should the primary and secondary locations be destroyed or not available, the off campus ECC for the main campus will be located at Joyner Learning Center.

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### Emergency Management Team (EMT) Members:

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- President
- Dean of Administration
- Director of Marketing and Public Relations
- Dean of Academic and Student Affairs
- Dean of Continuing Education
- Director of Human Resources

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### Delegation of Authority

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In the event of the absence of the President, the Line of Authority is:

- Dean of Administration
- Dean of Academic and Student Affairs
- Dean of Continuing Education
- Director of Human Resources

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## Emergency Priority Tasks

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In any major emergency there are certain general tasks that must be performed. These are listed below in three priority categories.

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### PRIORITY 1

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- Insure the safety of students, staff, and visitors.
- Determine the nature and severity of the situation.
- Establish liaison for needed assistance from off-campus;
  - Local/State/Federal law enforcement
  - Local fire/rescue units
  - Local hospitals/paramedic units
  - Local political jurisdiction offices: Mayor, County Executive
- Notification of persons using the Emergency Notification System.
- Establishment of communications, both radio and telephone.
- Shutdown of dangerous utilities.
- Application of fire suppression measures if safe and possible.
- Provision of medical aid.
- Initiation of search and rescue operations.

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- Control of hazardous substances.
- Activate emergency notification procedures

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### PRIORITY 2

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- Determine the extent of suspension of business and for how long.
- Survey of facilities and utilities and recertification for use as appropriate.
- Notification of selected local radio or television stations of any suspension or curtailment of activity.
- Establishment and maintenance of public and media information.
- Dissemination of information on campus.
- Control of criminal activity on campus (control access in and out of campus).
- Provisions for psychological assistance to trauma victims, as needed.

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### PRIORITY 3

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- Survey of valuable materials and equipment (Library, Laboratories, etc.).
- Survey of records, documents, and data.
- Survey of academic and other departmental requirements.
- Determination and consideration of financial concerns.
- Determination and consideration of legal and liability concerns.
- Acquisition of necessary supplies and equipment.
- Resumption of full or limited academic and other programs and schedules.
- Notification of selected local radio and television stations of resumption of activities.

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## Evacuation

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**CAMPUS EVACUATION:** In the event of an emergency necessitating the evacuations of all or part of the campus grounds announcements to evacuate the campus are typically made: via the fire alarm PA system, the emergency telephone notification system, email, or text message. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

**BUILDING EVACUATION:** In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

BUILDING	ASSEMBLY POINT
<b>FOUNDERS HALL</b>	Park (green directly across from Founder’s Hall)
<b>FOUNDERS HALL ANNEX</b>	“
<b>NORTH BUILDING</b>	“
<b>ADMINISTRATION BUILDING</b>	“
<b>WHITE BUILDING</b>	“
<b>LEARNING RESOURCE CENTER</b>	“
<b>ENGLISH HOUSE</b>	“
<b>GOULET HOUSE</b>	“
<b>GREENWOODS HALL</b>	Parking lot - south end near church
<b>JOYNER BUILDING</b>	Parking lot - far southwest corner
<b>CHILDCARE CENTER</b>	Corner of Walnut St. and Wetmore Ave.
<b>ART &amp; SCIENCE CENTER</b>	Parking lot south end near Holabird Ave.

# SPECIFIC EMERGENCY PROCEDURES

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## Fire:

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1. Familiarize yourself with the location of the exits and extinguishers. Alarms and fire extinguishers are generally located near each exit.
2. Activate the manual pull station fire alarms
3. Call 911 and give specific location and any possible information.
4. Immediately notify the switchboard: 860-738-6300.
5. Inform Dean of Administration's Office: 860-738-6409/6408.
6. Turn gas off in science labs
7. Close all doors after exiting room or office
8. DO NOT LOCK DOORS
9. Move quickly, without running, to the designated area posted near the door of each room.
10. DO NOT USE ELEVATOR
11. Move away from buildings to facilitate the maneuvering of emergency vehicles.
12. Guide, assist, and command, if necessary, to insure proper evacuation.
13. Do not re-enter the building until authorized

**NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, a coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!**

## Disabled Persons

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- Course schedules of all mobility disabled students and staff will be kept in appropriate administrators' offices so that the individual's scheduled location will be available to fire and other emergency personnel.
- Course schedules of mobility restricted/disabled students will be distributed to the following offices:
  - i. President's Office
  - ii. Dean of Continuing Education
  - iii. Dean of Academic and Student Affairs
  - iv. Dean of Administration
  - v. Information Desk
  - vi. Building Superintendent
- Whenever possible, handicapped individuals will be notified prior to fire drills so that they can use the elevator to leave the building.

- In those building areas where direct evacuation through self-help by the disabled individual is possible, the first available staff person is requested to assist the disabled person with evacuation.
- All personnel can assist the physically impaired by walking slowly by the individual's side, especially down the stairs.
- At each building location where a wheelchair or other mobility restricted student is unable to evacuate the building, a fire evacuation location will be designated for the individual to go to and await assistance from the fire emergency personnel.
- The fire evacuation locations will be filed with the local fire department, local fire marshal, and state and local agencies.
- In those areas where evacuation by fire emergency personnel is required, a staff member is requested to wait with the disabled individual to aid in the evacuation.
- Handicapped individuals should be assisted by the classroom instructor or the individual in charge of the area. The wheelchair-confined person should be accompanied to the nearest fire evacuation location where he/she should wait to be evacuated by fire department personnel.
- The fire evacuation location will be one where fire emergency personnel can see a visual signal for help, if at all possible:

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### Fire Evacuation Locations for Disabled Persons

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Building	Floor	Evacuation Location
<b>Art &amp; Science Center</b>	Middle Level	Atrium (RM 216)
	Upper Level	Around Balcony
<b>Founders Hall</b>	Basement	Room B01, B07
	Second Floor	Room 201, 207
	Third Floor	Room 301, 307
<b>Founders Hall Annex</b>	Basement	Room B10
	First Floor	Room 109
	Faculty Offices 2nd floor	Room 208, 218
	Faculty Offices 3rd floor	Room 308, 318
<b>Greenwoods Hall</b>	First Floor	Room 124, 110
	Second Floor	Room 224, 215
	Third Floor	Room 314, 306

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### Bomb Threats

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1. **DO NOT** hang up on telephone threats; try to keep the caller talking.
2. Attempt to gather as much information as possible. Attempt to learn the following:
  - a. Where is the bomb located?

- b. When is the bomb set to go off?
- c. What does the voice sound like (man, woman, child, accents, etc.)?
- d. What is the explosive?
- e. What does it look like?
- f. Were there any identifiable sounds in the background?
- g. What building is it in?
- h. Did you place the bomb?
- i. Why was it set?
- j. Where are you calling from?
- k. Exact wording of the threat?

**3. NOTIFY SOMEONE NEARBY THAT YOU ARE TALKING TO A THREATENING INDIVIDUAL. HAVE THE PERSON CALL THE CAMPUS OPERATOR AT 738-6300 AND THE DEAN OF ADMINISTRATION AT 860-738-6409/6408.**

4. If the caller hangs up, immediately call the Information Center at 860-738-6300 and relay pertinent information. After 4:30, call security at 860-309-1914, or call the local police.
5. The information center or security guard will then notify the President of the situation and a determination will be made concerning the action to be taken. The command center will be the President's conference room. If the threat is in the Administration Building, the command center will be the Founder's Hall conference Room.
6. Stay on campus! You will be the first person the police will want to interview.
7. In the event that you must evacuate the building, follow the procedures outlined below:
  - Activate the fire alarm system in your building. Go to designated evacuation area for your building.
  - Quickly look around your area and take note of anything out of the ordinary. Take nothing with you except personal items such as purse, coat, car keys, umbrella, or briefcase.
  - As you leave the building at the nearest exit, take note of anything unusual in the hallways/stairs.
  - Remain in the designated area for your building until you are notified to return.

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### Gas Leak

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1. **DO NOT** pull the fire alarm, use telephones, turn light switches, or other equipment on or off.
2. Do not touch electrical equipment or use portable radios.
3. Move away from the affected area and alert others: evacuate building if necessary according to evacuation procedures.
4. Notify the Dean of Administration or call 911 from outside the building away from the affected area

5. Natural gas leaks, detected by a distinct sulfur (“rotten-eggs”) smell, may bring danger of an explosion. It is essential that buildings with natural gas leaks be evacuated until the source of the leak can be found and repaired.

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### Lockdown/Shelter-In-Place

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1. A lock down may be required for a number of different types of emergencies, such as: a hostile intruder, violent or weapons situation, chemical spill or civil unrest.
2. Lock-down announcements are given over the emergency telephone notification system.
3. If you see a hostile intruder or witness a violent situation, dial 911 immediately and report what is happening.
4. **DO NOT** pull the fire alarm! This could cause innocent people to be put in harm’s way.
5. Only you can tell if it is safe to run from the building. If in doubt do not run. Seek shelter where you are.
6. Use the following procedures to stay safe:
  - a. Stay in your office or classroom
  - b. Immediately lock and barricade door if possible
  - c. Call 911 and report as much information as possible about the incident. Do not assume someone else has called the police.
  - d. If the threat is inside the building, leave the shades up/open.
  - e. If the threat is outside the building, close the shades.
  - f. Close windows, shut off lights, and remain quiet.
  - g. Seek protective cover
  - h. Stay out of the hallways and away from sightlines through windows and doorways.
  - i. Keep students and visitors calm.
  - j. Turn cell phones to vibrate.
  - k. Do not leave the room or unlock the door until authorized by emergency personnel.
  - l. If a hostile intruder is outside the building, run away from the threat as fast as you can.
  - m. Do not run in a straight line

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### Hazardous Chemical Spill on Campus

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**Any spillage of a hazardous chemical should be reported immediately to Building Superintendent by calling 860 738-6346, or 860 738-6347. If you receive no answer during business hours and a maintenance emergency exists, call the campus operator at 738-6300 or 860 309 1915. The campus operator will then contact the Building Superintendent or Maintenance personnel to inform them of the problem. The Building Superintendent or Maintenance should then contact the Chemical Hygiene Officer.**

- If an emergency exists outside away from a building, CALL 911 and evacuate the area.

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- If an emergency exists in or near a building, CALL 911. Walk quickly to the nearest marked exit and alert others to do the same.
- ASSIST THE DISABLED in exiting the building! Use the stairs: DO NOT USE THE ELEVATORS during a chemical spill or gas leak.
- DO NOT PANIC OR CAUSE OTHERS TO PANIC!
- Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- When reporting, be specific about the nature of the involved material and exact location.
  - Emergency 911 Personnel will contact the necessary specialized authorities.
  - The on-site instructor should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the emergency personnel.
  - Anyone who may be contaminated by the spill should follow proper decontamination procedures. They are also to avoid contact with others as much as possible, remain in the vicinity, and give their names to the emergency personnel.
  - Required first aid and clean up by specialized authorities should be started at once.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer. After any evacuation, report to the assembly points listed in Section I.

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### Toxic Fumes Release (Off-Campus)

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1. During an accidental industrial release of toxic fumes from chemicals or other emergencies where the air quality threatens persons on one of the campuses, Shelter-in-Place is recommended.
2. Shelter-in-Place simply means staying inside the building you are in or seeking shelter in the nearest available building.
3. It is the responsibility of the local authorities to notify the college to issue orders for in-place sheltering during chemical emergencies generated off campus. The Campus Emergency Notification System will immediately be activated. All employees, students and visitors outside should be directed to enter the nearest building.
4. Shelter-in-Place Procedures:
  - a. Go inside the building.
  - b. Close all windows and doors.
  - c. If one is available, turn on your television or radio for further information.
  - d. If eyes, nose, or throat become irritated, protect your breathing passages by covering your mouth and nose with a damp cloth, take frequent, shallow breaths, and STAY CALM!
  - e. Do not leave the building until you receive official notification from the Fire, Police, or College administration that the danger has passed.

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## Maintenance Emergency

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1. Any maintenance emergency should be reported immediately to Building Superintendent by calling 860-309-1915 (cell), 860-738-6346, or 860-738-6347. These emergencies may include:
  - Power (electrical) outages, electrical problems
  - Water leaks, ruptured water line
  - Gas leaks
  - Sewage problems
2. If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 860-738-6300. The campus operator will then contact the Dean of Administration or his designee to inform them of the maintenance problem. If a problem occurs after hours, call the Maintenance cell phone 860-309-1915, or Security at 860-309-1914.

NOTE: DURING ELECTRICAL STORMS, WE REQUEST YOU PLEASE WAIT UNTIL NO THREAT OF LIGHTNING EXISTS BEFORE ASKING BUILDING SUPERINTENDENT FOR ASSISTANCE.

**WARNING! NEVER TOUCH LIVE WIRES.**

**DO NOT ATTEMPT TO RESCUE A PERSON EXPERIENCING ELECTRICAL SHOCK.**

**SHUT OFF POWER WHERE APPLICABLE.**

# MEDICAL EMERGENCIES

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## Life Threatening Emergencies

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**DON'T WAIT - CALL 911!!**

1. Life Threatening Emergencies Include:

- a. Unconsciousness
- b. Difficulty Breathing
- c. Choking
- d. Seizures
- e. Chest Pain
- f. Serious Bleeding
- g. Rape/Assault

2. GET HELP!

- a. IF ALONE, run to the nearest telephone and dial 911
- b. IF NOT ALONE, send someone to the nearest telephone and dial 911 (NOTE: All pay phones are programmed to dial 911 without a coin.)
- c. If the nature of the emergency can be determined, report it
- d. If possible, report if the person is Conscious, Breathing or Bleeding.

3. Render aid as appropriate.

4. If possible, send someone to meet Emergency Personnel to direct them to the scene.

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## General Medical Problems (Injuries/Illness)

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- General Medical Problems (Injuries/Illness) include conditions with no threat to life or limb.
- Render aid as appropriate.
- If needed, direct the person to the nearest First Aid Kit.
- If needed, accompany the person or send another person with them.
- Ask if they need assistance to home, hospital or doctor. (Note: You should never transport a person to the hospital yourself, always call an ambulance.)

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## Emergency Accident/Illness Procedures

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rev 9/11

There are various forms and procedures to follow regarding accidents or illness involving employees, students, and visitors. Even though these procedures should be followed, witnesses or victims of an emergency should use their good judgment about the need to call for emergency personnel (911) or to take the injured person to an emergency room. Following is a brief description of these procedures.

**PERSONAL INJURY:** In the event of an injured visitor on campus, a Personal Injury Report is filled out by the staff member present and forwarded to the Dean of Academic and Student Affairs (or designee) and to the Dean of Administration for the College. The Dean of Academic and Student Affairs keeps a copy.

**STUDENT INJURY:** In the event of an injured student on campus, a Student Incident Report form (see [Appendix A](#)) is filled out by the staff member present and student. It is then forwarded to the Dean of Academic and Student Affairs (or designee) and to the Dean of Administration for the College. The Dean of Administration.

**OCCUPATIONAL ILLNESS OR INJURY:** First Report of Employee Injury or Illness form is filled out for any employee who is injured or becomes ill due to occupational duties while working at Northwestern Connecticut Community College. The employee's immediate supervisor completes this form and copies are forwarded to the Director of Human Resources within 24 hours of the accident or illness. Blank copies of the First Report of Employee Injury or Illness may be obtained in the Human Resources office, and a supply should be kept on file in each office. The Director of Human Resources will use the information provided in this form to complete the First Report of Employee Injury or Illness Form when applicable. It includes pertinent background information, the nature of the injury, and a record of the supervisor's knowledge of the injury. After completion, the form is filed with the State Board of Claims and a copy filed in the Human Resources office.

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## Public Health Crisis

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In the event of a public health crisis, whether local, regional, or national, the College may be called upon to close in the interest of public health. As a result, all employees will be sent home until such time that the Department of Public Health determines that the threat has passed and state officials reopen schools. Instructors should have a contingency plan as classes will also be on hiatus until the College reopens. All faculty and staff should be aware that if the College is closed, it may be for as few as a day or two or for as long as several weeks. In the case of a public health crisis, stay tuned to local radio and television stations for updates. They will also indicate when the College has reopened and classes will resume.

Northwestern Connecticut Community College is part of all Public Health Emergency Response Plans as an institution of higher learning. The emergence of new influenza viruses, specifically SARS and H5N1 ("avian flu") in the last decade has prompted federal and state public health departments to develop these plans to reduce the number of individuals who may become ill during an outbreak of a strong influenza strain or other public health crisis. As a result of the uncertainty surrounding emergent diseases, it is important to be aware of/and prepared for the outcome of a public health emergency outbreak in Connecticut while remaining calm and optimistic.

Keep in mind that as much as 40% of the workforce could be out of work for any given two week time period during public health crisis, and voluntary (in-home) quarantines for those that are ill may be stressed by local, state, or federal officials even if the College has not yet closed. While it is important to abide by this request if it is given, this means that it may be difficult to obtain basic necessities during this time frame. Follow standard preparedness procedures for ensuring enough food and water for an extended period. It is recommended that all NCCC employees visit the Connecticut Department of Public Health's website: <http://www.dph.state.ct.us/>

There are also steps that all students, faculty, and staff can take to remain personally healthy and to help to keep others healthy as well.

Prevention of disease is the most important:

- Cover your mouth and nose when coughing. Encourage others to do the same.
- Use appropriate methods to clear nasal passages and promptly discard used tissue.
- Wash your hands frequently with soap and water. Mild soap and water are sufficient.

If you do become sick (with ANY sort of illness):

- Stay at home. You will recover faster and will help to prevent the spread of illness to others.
- Drink plenty of fluids and make sure that someone is aware that you are ill.
- Limit physical activity and get plenty of rest.
- When you are feeling better, return to work but no sooner. You may still be carrying the virus or bacteria that made you ill so continue to follow extensive hygiene procedures to reduce the risk of transmission.

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## Suicidal Crisis Intervention

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**NOTE:** The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should determine the level of the crisis and respond using the following as guidelines:

1. **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on his or her life now, or is threatening an immediate attempt. In this situation you should:
  - **Call 911 IMMEDIATELY**
  - TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS
2. **PRIMARY LEVEL:** This level describes an individual who is seriously depressed and who has given thought to end his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life now, may do so later. In this situation you should:
  - Not leave the individual alone.
  - Appear confident that you can help the individual.
  - Immediately escort the individual to the Student Services Counselor if individual requests help.
  - If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 738-6325, or their supervisor.

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## Homicidal Crisis Intervention

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**NOTE:** The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

1. **EMERGENCY LEVEL:** This level describes an individual who is making an attempt on someone else's life now, or is threatening an immediate attempt. In this situation you should:

- **Call 911 IMMEDIATELY**
- TAKE STEPS TO ENSURE YOUR OWN SAFETY AND THE SAFETY OF OTHERS

2. **PRIMARY LEVEL:** This level describes an individual who poses imminent danger and who has expressed intent to harm another individual. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life now, may do so later. In this situation you should:

- Not leave the individual alone.
- Appear confident that you can help the individual.
- Immediately escort the individual to a campus administrator in charge if individual requests help.
- If the individual is a college employee and requests help, IMMEDIATELY refer the person to the Human Resources Office at 860-738-6325, or their supervisor.
- Notify the Campus Security for their information and assistance.

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## First Aid

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1. First Aid Kits are located in the following designated offices and in all science laboratories:

- Founders Hall Information Center and Faculty Secretary Office
- Learning Resource Center Main Desk
- Joyner Center – Main Floor
- Greenwoods Hall – 2<sup>nd</sup> floor
- Childcare Center
- Art and Science Center – science labs, outside ceramics studio and faculty offices area main floor

# TEMPORARY CLOSINGS

The President will confer with the Dean of Administration and other appropriate personnel on all closings due to emergencies or inclement weather.

For inquiries about possible closures or cancellations:

- Students:
  - Students should listen to the radio and television stations listed below. Any class day missed as a result of bad weather or emergency conditions will be rescheduled as appropriate.
- Employees:
  - **During school hours:** You will be notified by your supervisor regarding temporary cancellations or campus closing.
  - **During non-school hours:** Listen to the radio and television stations listed below.

Once authorized, the Dean of Administration is responsible for contacting all area radio and TV stations. The following radio and TV stations will be called first. Employees and students are encouraged to call the snowline (860) 738-6464 or listen to the following radio and TV stations:

RADIO STATIONS		AREA	TV STATIONS
WTIC (AM)	1080	HARTFORD	WVIT – CHANNEL 30 WFSB - CHANNEL 3 WTNH – CHANNEL 8
WTIC (FM)	96.5	HARTFORD	
WRCH (FM)	100.5	HARTFORD	
WZMX (FM)	93.7	HARTFORD	
WDRC FM	102.9	HARTFORD	
WDRC (AM)	1360	HARTFORD	
WSNG (AM)	610	LITCHFIELD	
WWCO (AM)	1240	WATERBURY	
WMMW (AM)	1470	MERIDEN	
WKZE (AM)	1020	SHARON	
WKZE (FM)	98.1	HARTFORD	
WZBG (FM)	97.3	LITCHFIELD	
WATR (AM)	1320	WATERBURY	

# APPENDIX A: STUDENT INCIDENT REPORT FORM

## NCCC INCIDENT REPORT FORM FOR LABORATORIES/STUDIOS



Name of Injured:
Student Number:
Role at NCCC (student, employee, etc.):

\* Complete this region for injuries and illnesses

- 1. Date: 2. Time:
  
- 3. Location (Building and Room):
  
- 4. Faculty Member Present:
  
- 5. Incident/Occurrence Description (attach incident account of the injured person if they are able to write/give account):
  
  
  
  
  
  
  
  
  
  
- 6. Causal Factors: (List the Root Cause, elimination of which would have prevented the incident, as well as any Contributing Causes.)
  
  
  
  
  
  
  
  
  
  
- 7. Lessons Learned:

cc: Dean of Administration, Dean of Academic and Student Affairs, Division Director, Chemical Hygiene/Safety Officer, Above-named Faculty Member, Student

## NCCC INCIDENT REPORT FORM FOR LABORATORIES/STUDIOS

8. **Corrective Actions to Prevent Recurrence:** (Indicate whether actions have been taken or are planned, as well as the party responsible for each action.)

Completed by:

Date:

9. **Comments by CHO/Safety Officer and Dean of Administration:**

CHO/Safety Officer: \_\_\_\_\_ Date:

Dean of Administration: \_\_\_\_\_ Date:

Dean of Academic and Student Affairs: \_\_\_\_\_ Date:

10. **Comments / Health and Safety Review:**

cc: Dean of Administration, Dean of Academic and Student Affairs, Division Director, Chemical Hygiene/Safety Officer, Above-named Faculty Member, Student